



Community Resource Coordination Groups of Texas

New CRCG Checklist

Below is a checklist to help prepare new or expanding Community Resource Coordination Groups (CRCGs). The following steps provide a chronological order of procedures to help ensure the creation, revival, or maintenance of an effective CRCG. The items on this checklist are not exhaustive, however they serve as a starting point.

The State CRCG Office recommends accessing the CRCG [website](#) for a thorough review of the resources listed below. These resources will provide you with a clear understanding of the key components required to start or maintain a CRCG.

Important Resources for CRCGs:

- CRCG Guiding Principles
- CRCG Memorandum of Understanding (MOU)
- CRCG Handbook
- Data Collection System requirements and resources (contact the State CRCG Office for these documents)

☐ **Identify state agencies and leaders in your area who provide human services and support to your community.** In 2018, leadership from the following state agencies signed a Memorandum of Understanding (MOU) requiring representatives from these state agencies and local offices to participate in the CRCG program:

- Texas Health and Human Services Commission (HHSC)
- Texas Department of Family and Protective Services (DFPS)
- Texas Department of State Health Services (DSHS)
- Texas Department of Criminal Justice (TDCJ) - Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)
- Texas Juvenile Justice Department (TJJD)
- Texas Education Agency (TEA)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Workforce Commission (TWC)

☐ **Identify additional key organizations and leaders in your area who are knowledgeable and provide resources and support to your community.** These leaders may include representatives from the local school district, local mental health authorities, local non-profits, community or faith-based organizations, parents, and family members.

☐ **Reach out to key leaders to determine a date, time, and a centralized meeting location for an initial organizational meeting.** If you need help identifying your local state agency representatives, [email](#) the State CRCG Office.

☐ **Develop an initial organizational meeting agenda to include:**

- What are CRCGs
- Key state and local representatives
- Examples of CRCGs in other counties (if available)

- The CRCG process and what it will look like in your county
 - Leadership Team (See Leader Roles and Responsibilities in CRCG Handbook)
 - Regular Meetings (See Host the CRCG Meeting in CRCG Handbook)

☐ **Host an initial organizational meeting.** (See Host the Organizational Meeting in CRCG Handbook). **Based on the needs of your community plan to discuss:**

- What age groups will we serve?
- How many counties will we serve?
- How often will we meet?
- Where and when will we host our regular meetings?
- What CRCG Member roles will we have and how will we select members for leadership roles? How long will leadership roles be held?
- What will be our referral process and selection/screening criteria for referrals?

☐ **Create CRCG Mission Statement.** (See Determine the CRCG's Organizational Structure in CRCG Handbook)

☐ **Create/determine CRCG bylaws or policies and procedures.** (See Determine the CRCG's Organizational Structure in CRCG Handbook)

☐ **Select leadership team and roles.** (See Leader Roles and Responsibilities in CRCG Handbook)

☐ **Notify the State CRCG Office of your new CRCG, your leadership contact information, and an email list of all your members.** Send this information to CRCG@hhsc.state.tx.us.

☐ **Create/develop communication guidelines or ground rules for regular meetings.** (See Determine the CRCG's Organizational Structure in CRCG Handbook)

☐ **Create consent and release of information forms in adherence to state and federal law and individual agency policies.** (See Consent and Release of Information in CRCG Handbook)

☐ **Notify all partners (including those unable to attend the meeting) that the CRCG is active and accepting referrals.** Inform partners of the referral process and any eligibility requirements for referrals.

☐ **Begin referring eligible clients to the CRCG.**

☐ **Begin holding regular CRCG meetings.** (See Host the CRCG Meeting in CRCG Handbook)

☐ **Report information about your staffing meetings each month to the State CRCG Office using the CRCG Data Collection System.** Contact the State CRCG Office for access to the system and training in how to use it.

For questions or support, contact:

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